



Carleton
University

Canadian Studies

2023-2024

Graduate Student Handbook



Photo credit: Arthur Denny

WELCOME TO A NEW ACADEMIC YEAR

GRADUATE ORIENTATION 2023-24

Meet the SICS Administrative Team

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Program Administrator: Tarra Mason-Ward
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The Program Administrator is your main point of contact for administrative matters concerning graduate students and graduate courses.

Professor Jennifer Henderson, Graduate Supervisor, provides guidance to graduate students on academic issues, including programs of study and grant applications, and oversees TA assignments.

**Administration office hours: Monday to Friday, 8:30 a.m. – 12:00 and 1:00 - 4:30 p.m.
Note that remote working arrangements may be in effect.**

SICS ORIENTATION HANDBOOK

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1. Faculty

Here is a list of the core faculty members with whom you are likely to interact:

- Professor David Carment
- Dr. Mark T.S. Currie
- Professor Jerzy Elzanowski
- Professor Jennifer Henderson
- Professor Peter Hodgins
- Professor Orly Lael Netzer
- Professor Richard Nimijean
- Professor Susan Ross
- Professor Anne Trépanier

The School has many Affiliated and Adjunct Professors.

Visit <https://carleton.ca/sics/facultyandstaff/faculty/> for the complete list.

2. Registration

Tuesday September 19th is the last day for registration and course changes.

Saturday September 30th is the last day to withdraw and receive a refund.

3. Admissions and Funding Policies

All students need to be aware of and comply with the **terms and conditions** surrounding their admission and funding offers. To maintain your funding, you must be registered full-time and progress at an acceptable rate through the program.

Note: If your funding package extends over three terms (F, W and S), you need to **maintain full-time status in all three terms**.

If you were awarded a scholarship, it automatically will be credited towards your student account. If you are going to work as a Teaching Assistant or a Research Assistant (B), you will be paid through Human Resources' Payroll Services. **Make sure you complete the documentation required by Payroll Services by September 15th in order to receive your first payment at the end of September.**

See: <https://gradstudents.carleton.ca/teaching-assistants/>

Graduate degrees require intensive time commitment, equivalent to a 35-40 hour/week job. Please keep this in mind if you are considering taking on paid employment in addition to your studies.

Refer to [Terms and Conditions of Admission and Funding](#) for clarification.

4. MA Program

Candidates undertake one of the following three program streams:

- > Coursework (standard MA) or
- > Research Essay (MRP) or
- > Thesis

Full-time MA students should determine their stream of choice **by the end of the 1st term**.

If you wish to pursue the MA Research Paper (MRP) or Thesis stream, please review the Guidelines for the stream and contact the Grad Supervisor to discuss your plan.

See the **MA Milestones** charts at the end of this document for a **snapshot** of your program.

It is your responsibility to read our [MA Guidelines](#), found on our website.

MA students are required to attend an orientation on **Tuesday, September 12, 2023 at 10:00** in DT 1212. In this session, Professor Henderson will address any questions you may have about being a graduate student at Carleton, the MA program in the School, conferences, publishing, academic life generally, and careers for MA graduates. Light refreshments will be provided.

5. PhD Program

Our PhD program requires a combination of coursework, comprehensive examinations, and a dissertation.

Students may also register in graduate courses offered outside CDNS. The Graduate Supervisor must pre-approve all graduate courses offered outside CDNS.

See the **PhD Timeline** at the end of this document for a **snapshot** of your program.

It is your responsibility to read our [PhD Guidelines](#), found on our website..

PhD students are required to attend an orientation on **Tuesday, September 12, 2023 at 1:00** in DT 1212. In this session, Professor Henderson will address any questions you may have about being a graduate student at Carleton, the PhD program in the School, grant applications, conferences, publishing, and academic life more generally. Light refreshments will be provided.

6. External Grants and Internal Endowments

Students with an overall GPA of A- or better in their last ten credits should definitely apply for *Ontario Graduate Scholarship* (OGS) and *Social Sciences and Humanities Research Council of Canadian Fellowship* (SSHRC) grants.

See the links to the instructions, requirements, and application forms below.

Note: It is never too early to start drafting your project description and contacting potential referees. (See Funding Deadlines in Section 7, below.) Professor Henderson will hold a workshop on writing applications on **Tuesday September 19th from 9:30 – 11:30 in DT1216**. It is strongly recommended that all new students attend. The session will be most useful if you have an idea and even a draft ready ahead of time, but even if you do not, you should attend to familiarize yourself with the application expectations and process. **If you are eligible and plan to apply for external funding, please contact the Program Administrator.**

SSHRC MA and Doctoral Fellowships: <https://gradstudents.carleton.ca/awards-and-funding/external-awards/sshrc/>

OGS: <https://gradstudents.carleton.ca/awards-and-funding/external-awards/ogs/>

You are also eligible to apply for *university and departmental endowments*. Competitions for these awards are held in September and January respectively. *“These financial awards are valued from several hundred dollars to a maximum of \$20,000 and are provided by an individual or organization to Carleton. Administered by Carleton, these are awarded based on academic merit, financial need and/or specific research areas. Apply online through Carleton Central.”*

For information, please go to: <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

***This endowment site will be open on September 1st and closes September 28th, 2023.**

7. Funding Deadlines

<u>Competition</u>	<u>Due</u>
<i>OGS</i>	November 15, 2023
<i>SSHRC Doctoral</i>	September 29, 2023
<i>SSHRC Masters</i>	December 1, 2023

For more information: <http://gradstudents.carleton.ca/awards-and-funding/external-awards/>

8. Directed Study (CDNS 5900/5901) and Practicum (CDNS 5800/5801)

Our Directed Study and Practicum courses are *not* available to *new* students until the Winter term. Students planning to do a Directed Study or Practicum must have the relevant forms completed prior to registering in the course. Registration is restricted until the Grad Supervisor has granted access. Directed studies courses are most often set up for students who need special preparation for an MRP or thesis and can't find a course already being offered that covers the required subject matter. Practicum courses are unpaid placements in a work environment related to student interests.

Application forms are on the SICS website and must be submitted to the Program Administrator.

[Resources, Documents and Forms](#)

Note: *You should start the application process for these courses at least one month in advance of the term in which you are registering.*

Students doing a Directed Study with a supervisor in another department (Art History, Political Science, etc.) should note that their registration will reflect a Canadian Studies course registration and *must receive prior approval from our School's Graduate Supervisor.*

Practicum placements are for students in the *coursework* or *research essay* (MRP) stream only.

For further information, follow these links and take note of the requirements:

[Practicum Guidelines](#)

[Practicum Contract](#)

All students participating in [a practicum placement](#) are required to complete **two** insurance forms:

[Letter to Placement Employers](#) This form must be signed by both student and employer.

[Student Declaration](#) This form must be completed by the student.

All forms must be submitted to the Program Administrator prior to initiating the Practicum.

9. Workshops and Training

The Faculty of Graduate and Postdoctoral Affairs' (FGPA) has an extensive [professional development website](#) for graduate students. **Bookmark the link!**

It provides a hub of **graduate-specific workshops** including:

Research and Writing	Professional Skills
Public Engagement	Teaching Skills
Career Narrative	Wellness Workshops

Explore their [Trajectories Program!](#)

[Teaching and Learning Services \(TLS\)](#) offers a variety of teaching development programs and workshops. This is your hub for **all things TA-related** including: training; resource materials; FAQ's; individual consultations etc.

Remember that as a new TA, you must complete five online training modules by October 15th (for five hours pay upon completion). See "[Compliance Training \(Mandatory\)](#)"

10. Language Requirement

Students enrolled in the **PhD** program are required to demonstrate basic proficiency in a language other than English by the end of the fourth year of their program. This requirement can be fulfilled through:

- Provision of evidence of basic proficiency OR
- Successful completion of a 1.0 credit in a non-English language course at Carleton or another post-secondary institution OR
- Participation in an online and/or community-led language-learning program with certification of completion or individual instruction in a language with attestation of basic proficiency from the instructor.

Consult with the Graduate Supervisor in the first term of your program about your plan for fulfilling this requirement.

Note: There is no language requirement for students in the **MA** program.

11. Additional resources

FGPA New Grad Student and TA Orientation:

<https://gradstudents.carleton.ca/new-grad-students/orientation/>

Grad Students Association: <http://gsacarleton.ca/>

Teaching and Learning Services TA Central Hub: <https://carleton.ca/tls/teaching-assistants/>
All things TA related including: training; resource materials; FAQ's; individual consultations etc.

FGPA Teaching Assistants (TA): <https://gradstudents.carleton.ca/teaching-assistants/>

CUPE 4600 (TA and CI Union): <https://www.cupe4600.ca/>

Teaching Assistants' Collective Agreement-CUPE 4600 Unit 1:

<https://carleton.ca/hr/labour-relations/academic-staff-agreements/>

MacOdrum Library: <https://library.carleton.ca/>

Our subject specialist Librarian: [Martha Attridge Bufton](#)

Library Subject Guides:

<https://library.carleton.ca/guides/subject/canadian-studies-graduate-students>

<https://library.carleton.ca/guides/subject/indigenous-studies>

[The Centre for Indigenous Support and Community Engagement \(CISCE\)](#)

[Ánako Indigenous Research Institute](#)

[Indigenous Education Council](#)

[Ojigkwanong Indigenous Student Centre](#)

Paul Menton Centre for Students with Disabilities: <https://carleton.ca/pmc/>

Office of Research Ethics – [Ethics Application Checklist and details](#)

Academic Writing:

https://www.youtube.com/results?search_query=alexis+shotwell+suffering+free+writing

Follow us on Twitter! [@CarletonSICS](#)

[Counselling and Wellness Services](#)

12. Your Home on DT 12

- The School **Lounge** in **Room 1212A** is open during normal office hours.
- There is a refrigerator and microwave which students can use.

Please respect these facilities and keep them clean --- especially the microwave and fridge. Any containers left lying around will end up in the garbage.

- The **Resource/Reading Room** is accessible during normal office hours in Room 1212.
- **Teaching Assistants** are entitled to desk/carrel space in our TA room 1215. There is a **\$5.00 deposit for a key** to the room, which will be refunded on the return of the key.
- **Telephones:** 1210, 1213, and 1215 have phones for student use. The telephone number for the student phones is (613) 520-2600 plus the four-digit extension.

● **Room 1213** is ext. 4592 ● **Room 1215** is ext. 3592 ● **Room 1210** is ext. 1319

- There are **photocopiers** for student use in the University Library, Map Library and Unicentre. Photocopying of TA course materials for Indigenous and Canadian Studies courses is permitted (with authorization from the course instructor). Contact [Donna Malone](#) for assistance.
- **Never leave your belongings out in the open or in unlocked locations.** Dunton Tower is notorious for its ease of access and exit.
- **We recommend that you do not work in the building alone after hours.** If you stay late, work out a buddy system with other students so that you won't be alone in the building. If you must be alone, work in an area with a telephone. There are services available to people working after hours such as the **Foot Patrol (613) 520- 4066** or **University Safety at (613) 520-3612**, if the Foot Patrol is not available.

Please make use of these services if you plan to be on campus after hours. Should you have to reach the University Safety Office in an **emergency**, their number is ext. **4444**.

13. The School's Graduate Student Community

The graduate student organization for the School, currently called the Indigenous and Canadian Studies Graduate Community (or ICGC), organizes social events and scholarly symposia, and strives to provide peer mentoring to graduate students in the School. If you'd like to be involved, have suggestions for events or initiatives, or would like to chat, please contact sics-grad-community@cunet.carleton.ca or just watch for emails from the ICGC throughout the year.

SICS MA TIMELINE

YEAR 1 Fall	Course Work Stream	Research Paper Stream	Thesis Stream
	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits	CDNS 5001 [0.5 credit] + 0.5 or 1.0 additional credits
		December Secure a prospective supervisor and meet with them about proposed research.	
Winter	1.0 – 1.5 credits	Early January Submit CDNS 5908-5909 Request Form	
		1.0 - 1.5 credits	
		April Submit proposal to Graduate Committee	
Spring	Spring/Summer credits, depending on how you have spread out your coursework. Maintain full-time registration.	Register in MRP course, CDNS 5908 Research Essay [1.0 credit]	Register in MA Thesis course, CDNS 5909 M.A. Thesis [2.0 credits]
		Ethics Review (if required)	
YEAR 2	Take whatever combination of credits, research paper or thesis is required to complete your program requirements.		

Note: See Section 5 of the MA Program Guidelines for more information.

Students are also responsible for knowing and following the program regulations in the Carleton graduate calendar: <https://carleton.ca/sics/canadian-studies-program/masters/>

